Fermilab

FermiWorks
Maintain Worker Documents
04.22.15

Use this process to maintain and update your work related documents. Upload any diplomas, certifications, or forms such as the Outside Employment/Consulting form. Employees can only add, delete and/or view their own documents.

1. Log into your FermiWorks account to upload this acknowledgement.

2. Enter **Maintain My Worker Documents** in the Search Box.

3. Select **Maintain My Worker Documents** from the Task and Reports list.

4. Click **Add.**

5. Click to Add Files.

6. Select the appropriate document to upload*.*

> **NOTE:** Do not upload documents containing any sensitive or personally identifiable information.

7. Click **Open**.

8. Select the **appropriate category** related to the Document Category.

9. Enter the **title of the document** in the Comment text box.

10. Click **OK**.

11. Click **Done**.

12. Click your **photo > Sign Out**.